

Vacancy announcement

Position	4 Country Project Coordinators	Starting date	ASAP
Location	Hodeidah, Ibb, Sadaa, Aden, Yemen	Type of contract	Fixed Term Contract
Contract duration	12 months (renewable)	Security Risk Level	Very Risky

About ACTED

Since 1993, as an international non-governmental organization, ACTED has been committed to immediate humanitarian relief to support those in urgent need and protect people's dignity, while co-creating longer term opportunities for sustainable growth and fulfilling people's potential. ACTED endeavors to respond to humanitarian crises and build resilience; promote inclusive and sustainable growth; co-construct effective governance and support the building of civil society worldwide by investing in people and their potential. We go the last mile: ACTED's mission is to save lives and support people in meeting their needs in hard to reach areas. With a team of 4,300 national staff 300 international staff, ACTED is active in 35 countries and implements more than 450 projects a year reaching over 11 million beneficiaries. More on www.acted.org

Country Profile

Number of projects	19
Number of areas	3
Number of national staff	231
Annual budget (EUR)	24,4M
Number of offices	4
Number of international staff	11

Position context and key challenges

ACTED has been present in Yemen since 2012 with a coordination office in Sanaa, and four operational offices in Ibb, Sa'ada, Aden and Al Hudaydah. The NGO intervenes in seven governorates of the country (Al Dhale'e, Al Hudaydah, Al Jawf, Ibb, Raymah, Sa'ada and Taizz), riddled by conflict since 2015. The charity provides emergency response, as well as deliver rehabilitation and development projects with WASH, shelter, food security and agriculture programming, camp coordination and camp management, economic recovery and market systems, cash and voucher programming.

After the start of the conflict, ACTED shifted strongly towards emergency programming, while remaining committed to longer-term livelihood and development strategies. The teams pursue programming in response to emergencies while building disaster resilience, co-constructing effective governance, and promoting inclusive and sustainable growth. Using a multi-sector approach, ACTED aims to comprehensively meet the needs of the most vulnerable displaced and host communities.

Key roles and responsibilities

Context of the region: As of Early 2019, ACTED will implement 7 projects in the region of Hudeydah, covering the governorates of Hudeydah, Raymah, Dhamar and Hajjah. ACTED's strategy in the region is to provide emergency assistance to households affected by the conflict while strengthening the resilience of communities living in rural areas not directly affected by active conflict.

On daily basis, each project is managed by a project manager (expat or inpat) based in the area. The position of Projects Coordinator aims to provide a technical oversight to the different projects and support the project managers in the implementation process (e.g. revise the SOP of activities and budget planning).

The Projects Coordinator is under the direct management of the area coordinator. The team is also composed of a deputy area coordinator who is in charge of overseeing the support departments (finance, logistic, HR...) and ensure the smooth implementation of the programs in the area. Depending on the security situation in the field you will be based in Hodeida (field office) or in Sanaa (coordination office).

General tasks of a Projects Coordinator :

1. Project Planning

- validate overall project implementation strategy, systems, approaches, tools, and materials
- Ensure project kick-off and close-out meetings are implemented

2. Project Implementation Follow-up

- Oversee the implementation of the project ensuring that technical quality and standards are considered and respected during project(s) implementation

- Ensure budget utilization and physical target achievements are reviewed at least once a month as per work plan
- Ensure project implementation is on time, target and budget, using effective M&E systems to reach desired impacts
- Ensure that the project is implemented in accordance with relevant ACTED technical guidelines and standards
- Anticipate and mitigate risks and trouble-shoot any unforeseen challenges during the project implementation

3. Administration and Operational Management of Project Implementation

3.1. Finance

- Review the BFU(s) and provide accurate forecasts with BOQs
- Forecast monthly cash requirements of the project and submit to AC

3.2. Logistics

- Contribute to the development of Procurement plans
- Ensure accurate and precise order forms are submitted to Logistic department in a timely manner
- Ensure a proper management and use of the project assets and stocks

3.3. Administration/HR

- Participate in the recruitment of technical staff (development of organigrams, ToRs, elaborating the tests and reviewing them; interviews etc)
- Ensure that project staff understand and are able to perform their roles and responsibilities
- Manage the project staff in cooperation with Area Coordinators
- Ensure a positive working environment and good team dynamics
- Undertake regular appraisals of staff and follow career management
- Ensure capacity building among staff in relevant sectors

3.4. Transparency

- Ensure project records and documents (Flat files, beneficiary list, donation certificates, attendance sheets etc) are adequately prepared, compiled and filed according to ACTED procedures
- Ensure staff awareness of, and respect of, ACTED's code of conduct and FLATS procedures

4. External Relations

- Support, facilitate or undertake communication and liaison activities to actively consult and involve beneficiaries, key informants, actors, partners and stakeholders in all stages of project design and implementation
- Cultivate good relations with key humanitarian actors – local and international, including government authorities and non-state actors, through regular attendance at technical meetings and bilateral meetings
- Ensure that at all times contact with beneficiaries is conducted in a sensitive and respectful manner
- Where relevant, liaise with donors and work closely with partners on project updates, site visits and other communication
- Identify opportunities to collaborate and coordinate efforts with other organizations to ensure our activities build upon – rather than replicate – the work of others

5. Quality Control

- Assess the activities undertaken and ensure efficient use of resources;
- Undertake regular field visits to provide technical guidance and supervision as well as regularly monitor the progress of project activities
- Ensure lessons learned are documented, shared and reflected in project planning and decision making
- Advise on, and assist with, project reviews conducted by AMEU
- Ensure quality control, analysis of added-value and impact, identification and capitalization on best practices and lessons learnt and provide relevant feedback for new project development

Required qualifications and technical competencies

Master Level education in a relevant field such as International Relations or Development
 Extensive project management experience in emergency and/or development
 Proven capabilities in leadership and management required (large team)
 Perfect verbal and written communication skills in English
 Knowledge of local language and/or regional experience an asset
 Ability to work well and punctually under pressure

Conditions

Salary defined by the ACTED salary grid; educational level, expertise, hardship, security, and performance are considered for pay bonus



Additional monthly living allowance
Free food and lodging provided at the organisation's guesthouse
Transportation costs covered, including additional return ticket + luggage allowance
Provision of medical, life, and repatriation insurance

How to Apply

Please send your application including cover letter, CV and references to jobs@acted.org under **Ref: PC/YEM**